



Business Books: Why Should the Boss Listen to You?; Savvy Networking

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By JIM PAWLAK / Special Contributor to The Dallas Morning News

Why Should the Boss Listen to You?

James Lukaszewski (Jossey-Bass, \$24.95)

Leaders don't live on a deserted corporate island. They need sound advice, and the people who provide it put their own careers in high gear. To get to "trusted adviser" status, author James Lukaszewski provides the information to answer six questions:

1. How will I fill management's blind spots and suggest ways to overcome management's limitations?
2. How do I separate myself from predispositions and biases?
3. What habits do I have that add positive energy?
4. How skilled am I at moving different constituencies to listen and act?
5. What is my personal strategy for building management's expectation of me?
6. Can I manage my own ego?

Becoming a strategic adviser requires excellent communication skills. Mr. Lukaszewski offers a three-minute drill to help you get your ideas across and show the boss that you're guarding the firm's best interests.

Savvy Networking

Andrea Nirenberg (Capital Books Inc., \$18.95)

Andrea Nirenberg offers 118 networking tips in *Savvy Networking*. Here are some that stand out:

Tip 2: DNA – Deliberate Networking Always. DNA doesn't mean you're always looking for opportunities for you. It means you are a universal donor of information and assistance to others. Give and you shall receive.

Tip 5: Think Motivation MAGIC:

- Mind starts with your self-talk. If it's constructive, your conversations with others will be upbeat.

- Attitude is everything. A positive outlook gets us out of life's valleys quickly. People in your network will help you, but not if you play the victim.
- Going for your goals. Write your goals down and read them often. That will help you focus when it's your turn to ask for help.
- Integrity involves making promises you keep. It starts with keeping the promises you made to yourself.
- Care about others.

Tip 91: Shy people can network, too. Introverts are usually great listeners. Topics they are passionate about turn wallflowers into focused conversationalists.

Tip 68: Set a goal for every event you attend.

Jim Pawlak reviews business books for The Dallas Morning News.